

**DOCUMENTS/RECORDS WHICH MAY BE NEEDED FOR REVIEW  
DURING AN INSPECTION OF RADIATION EQUIPMENT  
BUREAU OF RADIATION CONTROL (BRC)**

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- ☐ **Certificate of Registration**
- ☐ **25 TAC §289 - State Regulations** - see 25 TAC §289.227(n)(3)
- ☐ **Operating and Safety Procedures** (Individuals who are sole practitioners, sole operators, and the only occupationally exposed individual are exempt from this rule.)
- ☐ **Prior Notices of Violation**, if applicable, documentation of corrections
- ☐ **Annual protective device check log** (i.e, lead aprons, gloves, shields)
- ☐ **Equipment Performance Evaluations** (this does not apply to veterinary facilities)
- ☐ **Verification of credentialing for each individual operating the x-ray units**  
(this does not apply to veterinary facilities)
- ☐ **Personnel monitoring records** (i.e., film badge reports) - (this does not apply to dental facilities)
- ☐ **Surveys of radiation levels in unrestricted areas** - (this does not apply to dental facilities)
- ☐ **Records of receipt, transfer, or disposal for all x-ray units**
- ☐ **Film processing: 25 TAC §289.227(l)**
  - \_\_\_\_\_ Time/temperature relationships recommended by film manufacturer
  - \_\_\_\_\_ Chemical replacement - not to exceed three months
  - \_\_\_\_\_ Darkroom light leak test - not to exceed six months
  - \_\_\_\_\_ Safe lighting as recommended by film manufacturer
  - \_\_\_\_\_ Records of any corrections or repairs (see 25 TAC §289.227 (l)(5))

## **ADDITIONAL RECORDS WHICH MAY BE REVIEWED FOR SPECIAL UNITS**

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- ☐ **FDA variances of machines**
- ☐ **Current annual survey of fluoroscopic x-ray machines** - (entrance exposure rate)
- ☐ **CT dose measurements**
- ☐ **Radiation therapy surveys and calibrations**
  - \_\_\_\_\_ The most recent calibration for each linear accelerator, orthovoltage, or superficial therapy unit
  - \_\_\_\_\_ Calibration of unit after change of a major component
  - \_\_\_\_\_ Written spot check procedures
  - \_\_\_\_\_ Initial installation survey-shielding calculations
  - \_\_\_\_\_ Calibration of dosimetry system
  - \_\_\_\_\_ Records, notices, and reports of therapy misadministration -  
see 25 TAC §289.227(bb)(2)
  - \_\_\_\_\_ Licensing verification for all Physicists